

South Plains College
“SOUTH PLAINS COLLEGE IMPROVES EACH STUDENT’S LIFE”
Course Syllabus for INRW0300 + ENGL1301–Fall 2021

Classroom: LIB 313, Third Floor, Levelland Campus Library Building
Course can be accessed on Blackboard, or by going to
southplainscollege.blackboard.com

Instructor Contact and Office Hours

Instructor: Dr. Erika M. Warnick, Professor in College Literacy, English, and Education
Email: ewarnick@southplainscollege.edu
Phone: 806-716-2238 Please leave me a message if I am not available to answer your call
Office: Room 306, Teaching and Learning Center, Third Floor, Library Building, Levelland Campus

Office Hours (face-to-face and virtual):

Face-to-face:

Monday, 1:30 pm-3:30 pm
Tuesday, 8:30 am-9:30 am & 2:30pm-3:30pm

Virtual (via Zoom):

Wednesday, 1:30 pm-3:30 pm
Thursday, 8:30 am-9:30 am & 2:30pm-3:30pm
Zoom link: (link also in Blackboard, under Instructor Information):
<https://southplainscollege.zoom.us/j/99708622947?pwd=Rk9mMEZYaERRSGZaUnFJV GxMQ05jUT09>
Passcode: FALL21

By appointment: You may also email me to schedule an appointment between Monday and Friday!

Required Draft Review Meetings with Dr. Warnick

*ALL students will meet with me in person or via Zoom during certain weeks of the course. These TENTATIVE dates are week 4, week 8, week 11, and week 15. A sign-up link will be created and posted in the weekly module. These meetings are **REQUIRED** and designed to aid you in the review and revision of your drafts.*

Meetings with Academic Coach/Tutoring

All students have the option to meet with our academic coach, Chloe, throughout the semester, via in-person meetings on the Levelland Campus or via GoBoard/Zoom. From time to time, and based on a student's performance in the class, **Dr. Warnick may require the student to meet with the academic coach or a writing tutor**. Failure to meet with a tutor for a required tutor meeting will result in a deduction of points from the final, revised version of the essay.

Our academic coach has been funded through a grant to assist us! Therefore, it is important to remember these critical rules about working with our academic coach!

Our Coach can only:

- *work with students in this class (she cannot work with friends, family, or roommates not enrolled in this class and section).
- *meet in 30-minute blocks. This is to use her time wisely and make her available to meet with as many students as possible.
- *meet with students during her posted office hours. She will not meet with students outside of her office hours or outside of the GoBoard/Campus areas.
- *meet with you on work for this class only. She cannot meet with you about papers for other classes.

Failure to adhere to these rules could result in a student not being able to utilize the services of our coach.

Required Materials for Class

BOOK - FREE!!!! This is called an OER - Open Educational Resource. You will receive a link to the OER, posted in the Course Materials link in Blackboard.

Additional, Required Course Material:

1. Dedicated access to a computer WITH Wifi to complete assignments in Blackboard, attend Zoom sessions, and create, revise, and submit papers.
 2. A place where you can listen and participate in Zoom meetings/sessions
 3. 3-ring binder with loose paper
 4. Highlighters, pens, pencils
 5. Jump/flash drive to save papers
 6. Word processing software (Word, Google Docs). **NO Pages (for Macbook users) documents will be accepted. MacBook users: you will need to save your Pages documents a Word or PDF documents before submitting any homework, drafts, or essays.**
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ENGL 1301: Learning Objectives

Department: English and Philosophy

ENGL 1301 Course Description: This course is an intensive study and practice of the composition process from invention and researching to drafting, revising, and editing, both individually and collaboratively. The curriculum includes the teaching of effective rhetorical modes as well as audience, purpose, arrangement, style, and collateral readings. The instructional focus is on writing the academic essay as a vehicle for learning, communicating, and critical analysis.

ENGL 1301 partially satisfies a Core Curriculum Requirement: Communications Foundational Component Area (010)

Core Curriculum Objectives addressed:

- **Communications skills**—to include effective written, oral and visual communication
- **Critical thinking skills**—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- **Teamwork**—to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- **Personal Responsibility**—to include the ability to connect choices, actions, and consequences to ethical decision-making.

Student Learning Outcomes: Upon successful completion of this course, students will:

1. Demonstrate knowledge of individual and collaborative writing processes.
2. Write essays that exhibit logic, unity, development, and coherence.
3. Develop ideas with appropriate support and attribution.
4. Write in a style appropriate to the audience and purpose.
5. Read, reflect, and respond critically to a variety of texts.
6. Use American English, with an emphasis on correct grammar, voice, parallelism, punctuation, spelling, and mechanics in language appropriate for academic essays.
7. Write a minimum of six 500-word essays.

INRW 0300: Integrated Reading and Writing Objectives

Departments: English and Philosophy/The Teaching and Learning Center/Department of College Literacy and Education

INRW 0300 Course Description: INRW 0300 serves as a paired support course for students enrolled in ENGL 1301 who are not yet TSI-complete in reading and/or writing. The focus is on teaching students critical reading and academic writing skills to equip them for success in Composition I. Successful completion of this course fulfills TSI requirements for reading and/or writing.

Student Learning Outcomes: Upon successful completion of this course, students will:

1. Locate explicit textual information, draw complex inferences, and describe, analyze, and evaluate the information within and across multiple texts of varying lengths.
2. Comprehend and use vocabulary effectively in oral communication, reading, and writing.
3. Identify and analyze the audience, purpose, and message across a variety of texts.
4. Describe and apply insights gained from reading and writing a variety of texts.
5. Compose a variety of texts that demonstrate reading comprehension, clear focus, logical development of ideas, and use of appropriate language that advance the writer's purpose.
6. Determine and use effective approaches and rhetorical strategies for given reading and writing situations.
7. Generate ideas and gather information relevant to the topic and purpose, incorporating the ideas and words of other writers in student writing using established strategies.
8. Evaluate relevance and quality of ideas and information in recognizing, formulating, and developing a claim.
9. Develop and use effective reading and revision strategies to strengthen the writer's ability to compose college-level writing assignments.
10. Recognize and apply the conventions of Standard English in reading and writing.

Course Evaluation

******This is a corequisite/joined class. Therefore, the grade earned in ENGL 1301 will be the same grade awarded in INRW 0300 and vice versa.******

******While a "D" is considered passing the course, for students needing ENGL 1302 (Comp II) for their majors, a grade of C or better will need to be earned.******

The grades you receive on your assignments, quizzes, homework, digital work, drafts, revisions, papers, and participation activities are indicators of your progress toward college-level reading and writing. Students will be asked to keep an ongoing record of these grades. Additionally, **it is each student's responsibility** to continually monitor academic progress posted in each student's grade book on Blackboard.

Grades are determined by the following scale:

90-100 = A

80-89 = B

70-79 = C

60-69 = D

0-59 = F

****I only round up to the next whole number when a student's final average is at a .5 or higher. Example: a 79.6 = 80.**

Grade breakdown for the class is as follows:

Essay 1 (Revised) - Personal Statement	10% of grade
Essay 2 (Revised) - Informational Essay/Definition/Example	10% of grade
Essay 3 (Revised) - Compare/Contrast Essay	15% of grade
Essay 4 (Revised) - Persuasive Essay	20% of grade
Pre-writing (All essays)	5% of grade
Drafts (Essays 1-4)	10% of grade
Weekly Grammar Exercises	10% of grade
Discussion/Peer Review/Collaboration Assignments	10% of grade
Weekly Reading/Writing Homework	10% of grade
TOTAL	100%

ATTENDANCE, COVID, AND LATE-TO-CLASS POLICIES

Attendance, COVID, and Late-to-Class Policies

It is important to be in class, on time, in every class, because we will "workshop" the writing and reading strategies in this class. You will be "gifted" five (5) absences for the semester.

Two tardies (5 minutes late or more) = 1 absence, so please be aware of how often you are running late to class! :)

You may be dropped from the course if I believe the objectives of the course cannot be met due to your lack of participation, attendance, and/or lack of completed assignments. If you have excessive absences, I will try to contact you. If you have excessive absences and you do not respond to my attempts to contact you, you will be withdrawn from the course with a grade of X. You will be dropped from BOTH INRW and ENGL corequisite sections.

- After **FIVE absences**, a student may be dropped from both the ENGL and INRW courses with a grade of X.

COVID Policy

If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or get tested for COVID-19:

- Cough, shortness of breath, difficulty breathing
- Fever or chills
- Muscles or body aches
- Vomiting or diarrhea
- New loss of taste and smell

Students, faculty, and staff who test positive for COVID-19 will be required to quarantine for a 10-day period. If students, faculty, or staff test positive for COVID-19, they should contact their healthcare provider immediately to determine appropriate healthcare treatments, and they should contact DeEtte Edens to evaluate their quarantine requirements. Students should also contact their instructor to notify them they will be quarantined and to receive instructional guidance from their instructor. Please notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at dedens@southplainscollege.edu or 806-716-2376.

GRADING, LATE WORK, AND ATTACHED/CORRECT FILES POLICIES

Grading Policy/Late Work/Attached Files Policy/Appropriate Files Policy

- You are expected to submit quality, college-level work, free from errors and slang, on the date on which assignments are due (please see an overview course schedule and Blackboard modules).
- You are expected to keep all material from the class during the course of the semester.
- Grades are updated weekly and entered into the Blackboard grade book.
- It is the student's responsibility to monitor their grades and progress.
- Normal turnaround time for grading is two weeks (generally sooner).
- ******IMPORTANT!!!!**** Please *ONLY* upload essays in PDF or Word versions! I WILL NOT accept any assignments or essays in Pages (or software programs other than Word, Google Docs, or PDFs). A grade of 0 will be entered in the grade book for any document in a format in which I cannot download/edit/read, which includes Pages for Mac users.**
- Please upload assignments through the assignment link and essays through Turnitin (both in Blackboard), unless otherwise noted. I am not responsible for lost or misplaced essays, or essays or assignments that are awarded a 0, because they were uploaded to the wrong area.
- I am not responsible for paper/homework that is not attached when submitting an assignment. If you submit a blank document, this will be considered a 0. You will be able to resubmit any assignments within 1 day of the assignment deadline (with the exception of essays and drafts).

Late Work Policy

- **No essays (draft or final) will be accepted late** without written permission from the instructor. You will need to email me BEFORE a deadline, not afterward, if you would like me to consider any extension due to an unforeseen circumstance.

- Turnitin creates a digital receipt when you submit an essay. This will be emailed to your SPC email. **It is YOUR responsibility to keep these emails from Turnitin.** Should there be a question of essay submission, I will ask to see this receipt. Without it, a grade of 0 will be entered in the grade book for a missing essay.
- **For assignments/homework ONLY, you will be allowed to submit assignments up to 1 day late.** I will send you a reminder that will be emailed to your SPC email. You will have until the following day (11:59 pm, CST) to submit the missing assignment. After that, a grade of 0 will be recorded in the grade book. This does not apply to discussion boards, essays, or drafts.

If a student is dealing with an unforeseen circumstance (e.g., a death in the family, an illness), **the student should contact the instructor immediately, before the due date of an assignment.** The instructor reserves the right to request appropriate written documentation (e.g., doctor's note). Please do not assume that the instructor will change the date of an assignment, or extend the date, due to an unforeseen circumstance. *It is only at the instructor's discretion that due dates may be amended or extended.* If a date is changed, it will only be changed/amended/extended once. After that, a grade of 0 will be given for additional missed assignments.

ESSAY POLICIES

Essay Policies/Requirements

- You will receive a **set of specific instructions** for **each writing assignment**, as well as the rubric, which will be used to grade your essays (both drafts and finals will be graded).
- You are expected to turn in **every part of an essay** according to the dates listed on the course outline, noted on the essay instructions, and listed in Blackboard.
- Essays **are expected to be complete when submitting draft and revised versions. Complete means 5 paragraphs AND 500-750 words unless otherwise noted.**
- Incomplete essays – in either draft or final versions, will be given a grade of 0.
- Unless otherwise noted, all essays (drafts, revisions, and all parts) should be in MLA format.
- Drafts and revisions will be submitted through the Turnitin system through Blackboard. Turnitin is a plagiarism and grading platform.
- Essays **WILL NOT be accepted late** unless permission has been granted ahead of time by the instructor.
- REMINDER!!! Essays will ONLY be accepted in Microsoft Word and PDF versions, uploaded through Turnitin.

- Essays in Pages for Mac, or another word processing software OTHER than Word or PDF will not be accepted. Turnitin cannot open/read/grade these documents.

PLAGIARISM AND CHEATING POLICY; INSTITUTIONAL POLICIES; SYLLABUS STATEMENT

Plagiarism and Cheating

Students are expected to do their own work on all projects, quizzes, assignments, digital homework, exams, and papers. Failure to comply with this policy will result in an F for the assignment and can result in an F for the course if circumstances warrant.

Please do not, under any circumstances, turn in a paper, whether whole or in part, that is not your own. Please see the information below related to plagiarism and cheating.

What is Plagiarism?

Plagiarism violations include, but are not limited to, the following:

1. Turning in a paper that has been purchased, borrowed, or downloaded from another student, an online term paper site, or a mail-order term paper mill;
2. Turning in a paper/project/assignment that someone else completed for you;
3. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
4. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; or
5. Missing in-text citations.
6. Taking an essay/paper/assignment you wrote for another class (whether for me or another professor) and submitting it again in this class.

What Constitutes Cheating?

Cheating violations include, but are not limited to, the following:

1. Obtaining an examination by stealing or collusion;
2. Discovering the content of an examination before it is given;
3. Using an unauthorized source of information (notes, textbook, text messaging, internet) during an examination, quiz, or homework assignment;
4. Entering an office or building to obtain unfair advantage;
5. Taking an examination for another and/or having someone else take an exam for you;
6. Altering grade records;
7. Copying another's work during an examination or on a homework assignment;
8. Rewriting another student's work in Peer Editing so that the writing is no longer the original student's;
9. Taking pictures of a test, test answers, or someone else's paper.

SPC Institutional Policies

Attendance: Students are expected to attend all classes in order to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus. When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college, or an official activity, the instructor may permit the student to make up work missed. **It is the student's responsibility to complete work missed** within a reasonable period of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first-class meeting.

Students who enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester may be administratively withdrawn from that course and receive a grade of "X" or "F" as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student's responsibility to be aware of that policy.

It is the student's responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

Academic Integrity: It is the aim of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present assignments that he or she has not honestly performed is regarded as a serious offense. The offender is liable to the consequences for cheating and plagiarism as described in the SPC catalog in sections, "Academic Integrity" and "Student Conduct."

Campus Carry and South Plains College: Important Information: Texas SB 11 (Campus Concealed Carry) went into effect for community colleges on August 1, 2017.

Campus Resources:

Tutoring: Tutoring Services will be offering face-to-face tutoring one-on-one appointments, one-on-one live virtual sessions with SPC tutors, as well as using services from tutor.com. For additional questions regarding Tutoring Services or scheduling, please contact Ms. Rebecca Grunder at 806-716-2538 or at rgrunder@southplainscollege.edu.

Library Resources: Access electronic resources, chat with a librarian, get help with your citation, and find short videos to help you get started with using Library services. Visit <https://southplainscollege.libguides.com/> or contact the library at Levelland (806-716-

2330 or library@southplainscollege.edu) or at Reese (806-716- 4682 or referencelub@southplainscollege.edu).

Health & Wellness Center: The counselors at the Health & Wellness center can advise you confidentially. They can also help you access other resources on campus and in the local community. You can schedule an appointment with a counselor by calling 716-2529.

Advising & Testing: Students may contact the advising and testing center for information regarding TSI or other tests required by programs at SPC and/or advising services.

Non-Discrimination Statement: South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Stan DeMerritt, Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

Students with Disabilities: Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

Title IX Pregnancy Accommodations: If you are pregnant, or have given birth within six months, under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations, you must submit a Title IX pregnancy accommodations request, along with specific medical information, to the Director of Health & Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact the Director of Health & Wellness at 806-716-2362 for assistance.

Diversity Statement: In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world, and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is but also model society as it should and can be.

Syllabus Statement

I reserve the right to amend, delete, add, and/or edit the above information, as well as dates/assignments as needed, to meet learning outcomes in the course.

The intention of the master syllabus is to provide an outline of the contents of this course, as specified by faculty of the Reading Department at South Plains College, regardless of who teaches the course, when it is taught or where it is taught. Faculty members teaching this course for South Plains College are expected to facilitate learning pursuant to the course objectives. However, instructors also are encouraged to cover additional topics of interest so long as those topics are relevant to the course's subject. The master syllabus is, therefore, prescriptive in nature but also allows for a diversity of individual approaches to course material.